

PHILOMATH FIRE & RESCUE

October 11, 2021

Executive Session

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Board of Director’s meeting was called to order by President Jones at 14:15. Board members present were President Robyn Jones, Daphne Phillips, Treasurer Ken Corbin, Doug Edmonds, and Vice President Rick Brand. The Board immediately adjourned to Executive Session under ORS 192.660(2)(b) To consider dismissal or discipline of or complaints against an officer, employee, staff or agent.
- II. DICUSSION
- III. ADJOURNMENT – Executive Session was adjourned at 15:43.

Regular Session Board Meeting

- I. CALL TO ORDER/ROLL CALL – The Philomath Fire & Rescue Regular Session called to order by President Jones at 15:43. All Board members remained from Executive Session. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lilliee Rodriguez.
Guest: Deputy Chief (DC) Chancy Ferguson.
- II. ACTION ITEMS
 - A. Approval of Minutes – **Edmonds motioned to accept the September 13, 2021 minutes as presented. Jones seconded, Motion passed 5-0.**
 - B. Approval of Bills – OA Rodriguez presented the September 2021 bills, noting a duplicate charge for the satellite phone, as well as answering questions that were emailed to her by Edmonds. **President Jones motioned to approve payment of the September 2021 bills in the amount of \$24,864.33. Vice President Brand seconded. Motion passed 5-0.**
- III. PUBLIC COMMENT – None.
- IV. STAFF REPORTS
 1. Board Report – President Jones reported that there was an incident in August and she apologized for not bringing it to the Board in September. She stated that she received a letter relating to conflagration deployment, adding that the receipt of it was delayed due to the letter being sent to her junk email folder. She clarified that the concern was then routed through the proper internal channels to include the Chief. President Jones stated that she and Chief Miller met to discuss the concern. Chief Miller elaborated on the content of the letter, related to staffing during his absence while he was deployed on conflagration. Chief Miller clarified that the minimum staffing standards for the district is 2 personnel at Station 201. Chief Miller added that he had made arrangements with a volunteer officer to help cover the District, in addition to the 2 personnel at the station. Chief Miller stated that he met with the Union and reconciled this concern.
Edmonds stated that he worked with Captain Saalsaa on the Cyber Security Policy.
Edmonds added that he met with Chief Miller, DC Ferguson, and OA Rodriguez to review the district budget and kick around ideas related to the District Strategic Plan.
 2. Fire Chief – Chief Miller’s report was included in the Board Packet. Vice President Brand asked about Blodgett building a station and how that would impact the District personnel stationed at 202.
 3. Board Secretary –
 - Revenue/Expense Report – OA presented the September Revenue/Expense reports, noting the current balance in the General Fund. She added that the District will receive a bulk of their tax funds in mid-November.

- Review of Check Register – Not included in Board Packet by accident.
- Chief Vacation Hours – Not Included in Board Packet by accident.

V. REPRESENTATIVE REPORTS

1. Volunteer Association – Volunteer President Louden was not present.
2. IAFF Local 4925 – Union President Saalsaa was not present.

VI. OLD BUSINESS

1. Appreciation Dinner – talk to leadership, send out survey.
2. Board Trainings -
3. Standard of Coverage – 2nd Reading - OA Rodriguez noted that there have been no changes to the document since September. **Edmonds motioned to approve the Standard of Coverage as presented. President Jones seconded.** The Board thanked the personnel for their work on this document. **Motion passed 5-0.**
4. Supplemental Budget - Resolution Appropriating Conflagration Wages – OA Rodriguez discussed the reasons for the appropriation, reminding the Board that funds for payroll reimbursement from the State need to be appropriated into the Personnel Expenses so as not to overspend that fund. President Jones read Resolution 21-03 in its entirety and a typo was noted. **Vice President Brand motioned to approve resolution 21-03 with the corrected typo. Phillips seconded. Motion passed 5-0.**
5. Apparatus Replacement Plan – Edmonds encouraged the Board to consider replacement plan. Chief Miller stated that he connected with David Ulbricht, with SDAO, about bond and levy planning. Chief Miller noted that he and Edmonds came to a total of \$7 million for a 5-year levy in order to catch up with the apparatus replacement plan. Chief Miller added that this plan would include additional personnel. Vice President Brand noted that for the GO Bond there was a lot of public outreach to build support for passing the bond for the Fire District and he recommended going through that process again. Chief Miller stated that laying this groundwork means that the levy vote would likely go to the ballot in May 2023. OA Rodriguez noted that the District has established communication paths with the community which will help communicate the need for the levy with the public. Treasurer Corbin stated he has reservations about hiring more paid personnel.
6. Covid Guidelines Update – Chief Miller noted that this topic was covered in his Chief’s Report. Phillips asked for clarification for the District’s Covid Vaccination plan. Chief Miller stated that the District received a religious exemption and the non-vaccinated personnel will need to receive weekly covid-19 training, upon recommendation from the District’s legal counsel. He added that the District will follow the state requirements for emergency responders. Chief Miller stated that there are current guidelines in place and the weekly testing will be added into the protocol. The Board and staff discussed the expense of the testing and Vice President Brand noted that covid testing may be reimbursable through federal funding and encouraged the staff to look into this.

VII. NEW BUSINESS

1. Smoke Guidelines, District Fiscal Planning, Cybersecurity Policy 1st Reading, Open House, Conflagration Policy discussion – Several topics were bumped due to time constraints. The Board asked that these topics be returned at the November meeting.
2. Establish Board Strategic Plan – Edmonds noted that he met with the Administrative staff, and while developing the apparatus replacement plan, it was identified that development of a Strategic Plan could better align the actions of the District with long-term goals. Edmonds noted that this would also be helpful for the Board to be able to self-evaluate for progress made toward goals and also to help assess the Chief’s achievement of his goals. Edmonds showed the Board a sample Strategic Plan from the City of Philomath.

Chief Miller and the Board discussed the Chief's development of the District's 10 year plan, noting that the strategic plan will work out the nuts & bolts of how to achieve these stated goals. Chief Miller noted that the 10-year plan will be revisited at the November 2021 Leadership meeting. Edmonds noted that a Strategic Plan offers longevity and continuity for multi-year planning for the District. Edmonds added that the Strategic Plan could also be used as a tracking document that spells out why each step is being taken and what goal it is working towards. The Board asked the Staff to bring a template of the Strategic Plan to the December meeting and agreed that the Board members would also bring 2 to 5 high level goals for the District to consider.

Edmonds also talked about ways to engage the public via outward communications. The Board discussed creating a monthly/quarterly article to submit to Philomath News.

3. Create Union Negotiations Committee – Chief Miller stated that it is time to start discussion negotiations with the Union so sufficient information is in place prior to budgeting. Vice President Brand noted that prior Board Member, Kevin Sullivan, offered to come back and be a community member on this committee. The Board asked Chief Miller to reach out to Mr. Sullivan. Phillips stated she would be interested but her time is limited, adding that she has union negotiation experience. Chief Miller stated that he talked to the Union President recently and they hadn't yet met to start this discussion.

VIII. ACTION ITEMS

Apparatus – Chief Miller asked if the Board wants to have the possible new apparatus 232 to be brought to the station prior to purchase of the vehicle. Treasurer Corbin stated that he has concern about having one multi-use vehicle Stationed at 202, as opposed to two specialized vehicles being housed there. Chief Miller and the Board discussed response implications for Station 202. President Jones supported Chief Miller in his belief that this vehicle would be a good purchase for the districts, meeting District needs and fulfilling part of the District apparatus replacement plan. Treasurer Corbin noted that the apparatus is a good deal for the District but he is still unsure about stationing it out at Station 202. DC Ferguson stated that he believes this is a good response vehicle for the personnel at 202. The Board and Chief Miller discussed outfitting this new vehicle with radios and equipment. Chief Miller stated that purchase and outfitting this vehicle will likely cost \$290,000. DC Ferguson noted that this apparatus could help improve the ISO rating for the community. The Board encouraged Chief Miller to pursue purchase of this apparatus.

- IX. NEXT MEETING – November 8, 2021 @ 2pm – OA Rodriguez reminded the Board that Jeff Griffith, of WHA, will be in attendance to provide Board training.

- X. ADJOURNMENT – Meeting adjourned at 5:10pm.